

Report for Week Ending 29 February 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

4-85 - Information Report Study

a. Major forms used in the Information Reporting System have been revised, including Forms 1, 1a, 1a-1, 1b, 1c, and 1d.

b. Decision has been made to use the short run A&M direct image mat, size 8 $\frac{1}{2}$ x15 in lieu of the medium run mat size 10x15 $\frac{1}{2}$ for the production of second and continuing pages of Information Reports. This will save \$3,000.00 per year in material costs. \$1500.00 had previously been saved by our decision to print Form 1 on the smaller and cheaper master.

c. Comprehensive instructions on methods of preparation and handling the dual mat, Forms 1a and 1a-1 and the combination set 1b and 1c were developed to be printed on the smudge sheets in these forms. These instructions should insure proper handling and a better quality of completed mats. It should also prevent the forwarding of used mats, smudge sheets and carbon sheets to headquarters by the field, reducing costs.

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General Information

1. Employee Suggestion #1731. By modifying a stamping machine procured from the Simplex Time Recorder Co., adoption of this Suggestion was made possible resulting in an annual savings of \$320.26.

2. There are 3 suggestions now pending in the Branch.

Pending Actions

DD/I - DD/P

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1. IAC - AHIP - WGIR

a. On 27 February 1956, I attended the regular bi-weekly AHIP meeting.

b. Revision of the interagency library loan form has been completed. Discussions are to be held with Mr. [REDACTED] of the Library prior to scheduling a meeting of the IAC Work Group to ratify CIA's proposals. The proposed form will then be presented to AHIP for adoption on 12 March.

DD/S

1. Printing Services Requisition, Form 70, Revision [REDACTED] Specifications and a further minor revision were developed and coordinated with OL/PSD [REDACTED]. Final action will be taken this week to send an order to the printer.

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2. Forms for Ordering GSA Stores Stock Items [REDACTED] - OL/PD/GPS [REDACTED] has submitted an adoption of two new forms prescribed by GSA Reg. 1-11-302.10 to be used by all executive agencies in ordering their requirements of store stock items from GSA. These Forms 865 and 865a will be approved for procurement next week.

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DD/P Area

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I. Revision "Personal Record Questionnaire, Part I - Biographical Information" - This form, which is presently a six page document, has been in need of revision for sometime. Since it contains similar information to the Personal History Statement, Form No. 444, its typography and sectional arrangement will conform as nearly as practical to the currently pending revision of the PHS.

Pending Actions Summary

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
NEW	5	9	11	2	27
REVISION	1	4	7	12	24
REPRINT	-	-	-	2	2
TOTAL	6	13	18	16	53

Backlog

The current backlog is 4 weeks

Completed Actions Summary

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
NEW	2	3	4	1	10	52,100
REVISION	1	1	4	3	9	144,100
REPRINT	-	-	-	3	3	105,000
TOTAL	3	4	8	7	22	301,200

Redesignated - 3

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